

POLICE AIDE

DISTINGUISHING FEATURES

The fundamental reason the Police Aide exists is to perform a wide variety of support functions for the police department. Positions are located in the Uniform and Investigative Services bureaus. This classification is non-supervisory and receives general supervision from the Police Sergeant.

ESSENTIAL FUNCTIONS:

Investigates and reports motor vehicle accidents, issues accident and parking citations; coordinates accident scene; directs traffic including standing for extended periods in all kinds of weather conditions while moving hands and arms above the shoulders and operating a whistle;

Bends, stoops, or picks up traffic cones and other objects, climbs barriers while carrying objects, measures and diagrams crime and traffic accident scene; measures distances, makes calculations, draws diagrams, testifies in court. Transports documents, property and vehicles. Patrols the City while operating a police motor vehicle. Reads maps and finds addresses in a timely fashion. Uses MDT, two-way radio, and computer.

Conducts criminal investigations by analyzing the details of the case and accurately reporting the same; effectively communicates with persons involved; matches found/recovered and stolen property; conducts photo line ups for identification purposes, forwards written and verbal information, supplements and reports to police officers and investigators.

Utilizes two-way radio to hear and respond to radio communications, voice instructions, and/or commands under a variety of working situations and background noise levels consistent with scene processing and/or traffic control.

Listens and effectively communicates with a demanding and diverse public in answering questions, explaining procedures, ordinances, laws and handling complaints.

Produces detailed written reports.

Maintain regular consistent attendance and punctuality.

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities:

Knowledge of:

Departmental rules and procedures.

Statutes and ordinance relating to area assigned

Ability to:

Communicate in the English language with the public by phone or in person in a one-to-one setting.

Work cooperatively with the public and other City employees.

Maintain the confidentiality of sensitive information.

Comprehend and make inferences from material written in the English language and learn job-related material through observation and oral instructions. This learning takes place mainly in an on-the-job training setting.

Operate a variety of standard office equipment.

Obtain valid AZ Driver's license with no major driving violations in the past 39 months.

Pass a timed Physical Agility Test.

Learn the geography of the City of Scottsdale

Operate a computer utilizing a keyboard or other device.

Wear required uniform, work rotating shifts including nights, weekends and holidays; work with and be exposed to hazardous materials and firearms; sit or stand for extended periods of time.

Clearly hear and respond to radio communications, voice instructions, and/or commands under a variety of working situations and background noise levels consistent with scene processing and/or traffic control.

Operate a variety of standard office equipment including a computer, MDT and two-way radio;

Produce detailed written reports; perform basic mathematical calculations, measure distances and draw diagrams; learn job related tasks and skills through oral and written instruction and on the job training; and direct traffic.

Learn and appropriately use AZ criminal and traffic laws, city ordinances, department policies and procedures, statutes and ordinances; read maps and demonstrate knowledge of the City's geography

Stand for extended periods of time in all weather conditions, using hands/arms above shoulder level while operating a whistle; bends, stoops, and lifts objects to perform job tasks; produce clear and concise verbal and written communications; perceive the full range of the color spectrum. ; Move or drag up to 165 lbs. without assistance; carry up to 50 lbs. short distances without assistance; use visual and muscular dexterity to operate a motor vehicle and various crime scene tools; exercise independent judgment and recognize emergency and hazardous situations.

Education & Experience

Must be at least 18 years of age and have a high school diploma or G.E.D.

FLSA Status: Exempt

HR Ordinance Status: Unclassified